

380.90b

Monthly Activity Report

Overview

Introduction

The Iowa Breastfeeding Peer Counselor Program Monthly Activity Report (MAR) is found on the following pages.

Iowa Breastfeeding Peer Counselor Program Monthly Activity Report (MAR)



WIC Agency Name:

PC Coordinator Name:

Month and Year:	Type of Client Contact/Communication				Contact Totals				Other Duties/Activities Total Time	Other Duties Total Numbers	
	# Contacts via 2-way communication	# Contacts via 1-way communication	# Contacts via face-to-face/ In-person	# Unsuccessful Contacts	Total # Client Contacts (First 4 columns)	Total Time Client Contacts (First 4 columns)	Total # Prenatal Contacts	Total # Postpartum Contacts		# Brfdg Classes/Support groups facilitated	# Trainings, Inservices/ Cont Ed/Meetings
Peer Counselor Name					0				Total TIME spent in ALL OTHER duties/activities		
					0						
					0						
					0						
					0						
					0						
					0						
Total	0	0	0	0	0	0	0	0	0	0	0

Referrals Made to:New Community Partners:Continuing Education:PC Promotional Activities:Comments:

DEFINITIONS OF REPORTING CATEGORIES

TYPE OF CLIENT CONTACT/COMMUNICATION

#Two-way communication - e-mail, phone, social media. Think of as a "conversation" when determining #. Such as 3 texts within a day between client and PC regarding a specific topic, question, etc. is counted as one contact. **The time involved in documenting the contact is included under "Total Time Client contacts" NOT under "Other Duties/Activities."**

#One-way communication/contacts - Count each client as one contact when communicating one-way through postal mail, social media, phone, etc. to include things such as newsletter, notification of support group or brfdg class, etc. Count if leave a message via voice mail or a person, e-mail, text, social media.

Contacts with client face-to-face/in-person - Hospital visit, WIC Clinic, Other face-to-face, # of attendees in BF class or support group.

#Unsuccessful contact attempts - no answer, phone disconnected, includes leaving a call-back message

Total # of Client Contacts - from first 4 columns

Total time spent on contacts/communication in 1st 4 columns. **Documentation of time related to each contact is included here.**

Total # of Prenatal Contacts- These 2 columns, # of Prenatal and # of Postpartum contacts together, should equal the number in Total # client contacts column.

Total # of Postpartum contacts

OTHER DUTIES/Activities -Time Spent

Other duties/activities - All Time NOT included in the first 4 "Type of Client Contact/Communication" columns - Including documentation (other than related to a client contact), non-client contact e-mail/phone/text, research, reading, Self Study, communication with PCC, Promotional activities, trainings, conferences, meetings, etc .

Total Numbers - Record just the # of Trainings/Inservices/CE/Meetings, BF classes support groups, Referrals.

Training, Inservices/Cont Ed/Meetings - (Structured) Staff meetings, trainings, conferences

#Breastfeeding class/support group - # of classes/groups facilitated by PC (actual number of clients will be included in Contacts with Client face-to-face/in-person column)

This page intentionally left blank.